

Office of Financial Management  
Revolving Fund Work Group  
April 2004

**Agency:** Office of Financial Management, Statewide Financial Systems

**Services Provided:** As required by Chapter 43.88 RCW, OFM operates a comprehensive suite of financial information systems that manage and report budget and accounting information in accordance with generally accepted accounting principles. All state agencies and higher education institutions are required to use the Agency Financial Reporting System (AFRS) as either a full-service or interfacing agency. In addition, these same entities are required to use OFM systems to submit their allotments and their performance measure accomplishments. Use of the remaining statewide financial systems operated by OFM remains discretionary.

The Statewide Financial Systems (SWFS) provides consultants to help agencies implement more effective business processes and develop better understanding of the financial systems and information. SWFS also supports clients by offering free training and documentation on use of the systems/subsystems it operates. The Accounting Division publishes a quarterly newsletter, The Connection, to keep customers informed of changes in accounting policies, procedures, and information systems functionality.

**Calculations and Methodologies:** SWFS is a unit within OFM's Accounting Division that operates solely out of Fund 419—the Data Processing Revolving Fund. Rates are set for each system and vary by the services provided. Attachment A summarizes the calculation methods and rates for each system.

**Amount billed to agencies:** OFM operates on a fee schedule that is intended to recover operating costs and to provide for application enhancements. Agencies are billed monthly for actual system use and / or subscription fees. The total amount billed for financial system usage during FY03 was \$9.7 million.

OFM is proposing an increase to the BASS rates as shown below. Beginning in July 2005, OFM will no longer bill for APS and TAPS and the cost for operating those systems, until they are replaced by TALS, will be recovered through the new BASS rate. No other rate changes are proposed.

**Communication to agencies:** OFM publishes the 2003-05 biennium rates at <http://www.ofm.wa.gov/accounting/swfsrates/2003-05.doc>, and the new rates for 2005-07 at <http://www.ofm.wa.gov/accounting/swfsrates/2005-07.doc>.

**Attachment A**  
**Office of Financial Management, Statewide Financial Systems**  
**Estimated 2005-07 Biennium Rates and Fees as of April 2004**

<b>MANDATORY SYSTEMS</b>
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**Agency Financial Reporting System (AFRS)**

Transactions	0.100	Transaction
Warrants	0.460	Warrant
Inserted warrant	0.550	Inserted warrant (includes postage & envelope)
EFT payments	0.000	EFT payment
IAP payment	0.000	IAP payment
Warrant cancellations	0.000	Warrant cancellation
Report images	0.095	Page image
Report pages	0.042	Page printed
Report fiche pages	0.006	Page
Report fiche copies	0.057	Fiche page
Report fiche film	0.263	Fiche sheet
Report fiche setup	1.050	Job
On demand reporting	0.256	Page printed
Report remote print	0.026	Page
Report exchange file	0.026	Page
File usage	0.045	Record

**Budget and Allotment Support System (BASS) (Effective July 2005)**

Small agencies (99 FTEs or less)	235.00	Each month
Medium agencies (100-750 FTEs)	3040.00	Each month
Large agencies (over 750 FTEs)	7900.00	Each month

Notes:

- 1) All agencies are charged, regardless of their level of system usage.
- 2) The allotment systems (APS and TAPS) fees have been dropped and are now included in the BASS rates. The BASS rates have been further increased to include the cost of the Salary Projection System (SPS) and The Allotment Systems (TALS).

<b>DISCRETIONARY SYSTEMS</b>
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**Accounts Receivable System - Solomon (AR)**

Subscription fee	150.00	Each month
Records processed	0.50	Per record
Active customers in system	0.50	Per customer record

**Capital Asset Management System (CAMS)**

File usage	0.114	Record
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**Time Management System (TMS)**

File Usage	2.613	Per active employee per month
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<b>DISCRETIONARY SYSTEMS (continued)</b>
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**Travel Voucher System**

Subscription fee based on agency size

1 – 100 FTEs	20.00	Each month
101 – 800 FTEs	100.00	Each month
801 - 2,500 FTEs	1300.00	Each month
2,501 – 3,500 FTEs	3000.00	Each month
Over 3,500 FTEs		Please contact OFM
Vouchers processed	1.00	Per voucher

**REPORTING OPTIONS**

**AFRS Data Distribution System (ADDS)**

Transactions extracted	0.015	Transaction
Operating file download	60.00	Each occurrence

**AFRS Reports on CD-ROM**

Report pages	0.038	Per report page
First CD	15.00	Each month
Additional CD	75.00	Each month

**Disbursement Reporting System (DRS)**

Report images	0.095	Page image
Report pages	0.042	Page printed
Report fiche pages	0.006	Page
Report fiche copies	0.057	Fiche page
Report fiche film	0.263	Fiche sheet
Report fiche setup	1.050	Job
File usage	0.011	Record

**FASTRACK**

Subscription fee	0.058	Per AFRS record per month; provides unlimited access to all reports
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Note:

During the first six months of each new biennium, the subscription fee is based on the prior biennium's AFRS record counts. After the prior biennium records are archived, the fee is based on the current biennium's AFRS record counts.